

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 13.10

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Adding a Part to Inventory as a Stock Item

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: To keep control of how much is stocked

PROCEDURE: When there is a request to stock a part, a Non-Inventory Suggestion Form

must be completed and submitted to the Manager of Automotive Parts and Materials. Research will then be done based on the information on the form and a decision will be made by the Manager of Automotive Parts and Materials and the Fleet Manager as to whether the part will be added into inventory. The decision will be loosely based on what vehicles

it fits, current usage and cost.

PREPARED BY: Amanda Smith, Manager of Automotive Parts and Materials

DATE: November 16, 2010

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer



Non-Inventory Suggestion Form

Non-Inventory Suggestion Form

Date:	Date:
Part#	Part#
Description:	Description:
Location:	Location:
Quantity Requesting:	Quantity Requesting:
Reason:	Reason:
Initials:	Initials:
Please give to Amanda for authorization	Please give to Amanda for authorization
Authorization:	Authorization:
Reason for denial:	Reason for denial:
If you do not get this back then we have ordered the part. Please verify the receipt of your request. Please see Amanda with any concerns.	If you do not get this back then we have ordered the part. Please verify the receipt of your request. Please see Amanda with any concerns.